

Career Opportunity

**STATE ARCHAEOLOGIST
(Environmental Manager II)
Payband #6**

Position #00075

Location:

**2801 Kensington Avenue
Richmond, VA 23221**

Maximum Hiring Range

Salary negotiable to \$85,000

Position Description

Are you seeking a challenging opportunity to provide statewide leadership by promoting archaeology stewardship and educating the public regarding archaeological issues throughout the Commonwealth? If so, the Department of Historic Resources (DHR) has a position just for you. If you're seeking to make a difference in the field of Archaeology we encourage you to apply. This position works to foster the understanding and preservation of significant archaeological resources through public outreach and stewardship programs; oversees the development of a state archaeological plan for research and management; interfaces with other state agencies on issues of historic preservation; and works to form partnerships with appropriate organizations, both public and private. Essential duties: Promote archaeology and archaeological issues; serve as the agency liaison with archaeological community; cultivate and maintain relationships with professional and avocational organizations; represent the agency at statewide, regional and national conferences; provide vision and leadership for specific educational programs and projects; develop and promote best practices; maintain and manage the state's archaeological collections and implement a vision for the use of collections for important research and educational purposes; manage threatened sites program and data; serve as agency liaison with the COVA, ASV, as well as other statewide and national organizations, and participate actively on various committees and in joint projects and programs; prepare written and oral summaries and newsletters; develop and implement statewide curation and collections management policies and programs in collaboration with the archaeological and museum communities; and manage professional and volunteer staff. DHR believes in collaboration, mutual respect and open communication.

Qualifications Guide

Comprehensive knowledge of archaeological method and theory as applied to archaeological survey, excavation, analysis, interpretation, curation, conservation and the preservation of archaeological sites. Knowledge of professional archaeological standards, policies, practices and procedures; federal and state preservation laws, rules and regulations; workings of a State Historic Preservation Office; experience working with Virginia's archaeological resources and material culture including field experience as well as experience in program and project management, grants management, outreach, and collaboration with different interest groups. Ability to synthesize data; manage varied activities simultaneously; communicate effectively both orally and in writing and make effective public presentations; develop educational/outreach activities dealing with history, archaeology, and preservation; to apply management and planning principles and practices to complex projects and programs; supervise and manage technical, professional staff, students and volunteers; prepare and manage budget; and, prepare and implement annual and project-specific plans; to work well with colleagues, constituent groups including the archaeological community, Native Americans, museums, businesspeople, public officials and public agency representatives, property owners, and the general public. Progressively responsible supervisory and/or administrative experience in historic preservation and archaeological resource management, outreach and educational programs strongly desired. Applicants must meet the Secretary Of the Interior's Professional Qualifications Standards in *Archaeology*. The selected candidate will be required to complete a criminal background check to include credit and to file a State and Local Statement of Economic Interests as a condition of employment. A valid driver license is required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, MARCH 22, 2019 at <http://jobs.virginia.gov/>.

EOE

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.